

Town Meeting Coordinating Committee

Meeting of Monday, April 4, 2011

Town Hall, Diana Romer Room

Attendance: Mary Streeter, Nonny Burack, Peggy Roberts, Adrienne Terrizzi, Rob Crowner, Harry Brooks; absent: Carol Gray.

1. Call to order: Peggy calls the meeting to order at 2:10pm.

2. Old business: Mary reports that she has updated the sticker to be affixed to the first packet mailing. It will be printed by the Select Board office.

3. Evaluation form: Adrienne presents a draft revision of the evaluation form that TMCC has been using for its events. The emphasis is on short, quick questions in order to encourage responses. The committee offers feedback, with Mary agreeing to produce another draft in time for the next meeting.

4. Planning for Annual Town Meeting: Articles/warrant review: Peggy reports that there are 35 articles on the draft warrant, which is scheduled to be signed on the evening of April 4. The warrant review subcommittee has begun scheduling presenters. The committee discusses the appropriateness and preferability for town staff to present articles at the warrant review, versus board and committee members. TMCC generally attempts to line up non-staff so as not to overtax the town's human resources and to indicate the extent to which articles come from the citizenry rather than the town administration. The operating budget will not be extensively covered in the warrant review. Harry will confirm live ACTV coverage and bring the timer to the event. Nonny states that presenters have been requested to submit in advance the visuals they intend to use. Mary has prepared promotional slides for TMCC events and will forward them to ACTV.

Bus tour: The committee lists the sites it would like to visit on the bus tour, delegating a subcommittee consisting of Rob, Harry, Mary, and Nonny to arrange the itinerary and prepare a map. Adrienne suggests that instead of getting out at any of the locations, tour participants should be encouraged to return to points of interest on their own.

Precinct meetings: The committee divides responsibility for contacting new TM members based on the list that Mary has created. Those contacted will be welcomed, made aware of upcoming events and sources of information including the town website and the listservs, and invited to ask questions.

Packet mailings: The committee reviews drafts of fliers prepared by Rob and Mary, with assistance from Adrienne and provides feedback. Rob will make final revisions and submit two double-sided fliers to the Select Board office for copying and assembling by the Wednesday deadline. The committee tentatively decides to prepare a single flier for the second packet, to consist of the zoning districts "cheat sheet" it has distributed before, backed by an abridged version of the bus tour itinerary (with map, if possible).

5. Materials at Jones Library: No action.

6. TMCC webpage: Mary reports that TMCC events have already been posted and requests additional comments and suggestions, preferably on paper.

7. New business: Peggy states that she will bring a draft of the report she plans to deliver under Article 1 at Town Meeting.

8. Minutes of previous meetings: Adrienne moves (Nonny seconds) and the committee votes 6-0 to approve the "accurate, thorough minute-taking" for the meeting of March 21, 2011.

9. Adjournment: The meeting is adjourned at 4:19pm. The next meeting is scheduled for Monday, April 11 at 2:00pm in the Romer Room at Town Hall.

Respectfully submitted,
Rob Crowner

Documents provided:

1. agenda
2. draft minutes of March 21, 2011 meeting
3. draft ATM warrant
4. list of TM members elected on March 29, 2011
5. draft fliers for packet